

Chapter 3.16**CENTRALIZED PURCHASING SYSTEM****Sections:**

- 3.16.010 System adopted.**
- 3.16.020 Powers and duties of purchasing agent.**
- 3.16.030 Appointment of standardization committee.**
- 3.16.040 Functions of standardization committee.**
- 3.16.050 Promulgation of rules and regulations.**
- 3.16.060 Annual report.**
- 3.16.070 Department of Public Utilities excepted from operation of chapter.**

Section 3.16.010 System adopted.

In order to establish and effectuate a uniform procedure for the handling of purchasing matters; to obtain the most suitable services and commodities at the lowest price; and to promote the best possible means of exercising financial control over expenditures, the following centralized purchasing system is hereby adopted. (Prior code § 2.56)

Section 3.16.020 Powers and duties of purchasing agent.

The purchasing agent, in accordance with pertinent rules and regulations prepared by the City Manager and adopted by the City Council and subject to the limitations imposed by the charter of the City, and by this chapter shall have the power and it shall be his duty to:

A. Purchase or contract for all supplies, materials, equipment and contractual services needed by any and all departments, institutions, boards, commissions and other agencies which derive their support wholly or in part from City funds and which are hereinafter referred to as using agencies;

B. Sell all supplies, materials and equipment not needed for public use or that may have been unsuitable for such use;

C. Transfer between using agencies any supplies, materials and equipment not needed by one such agency but necessary to the operation of another or others;

D. Inspect or supervise the inspection of all deliveries of supplies, materials and equipment to storerooms and warehouses or to using agencies, and determine the quantity, quality and conformance thereof with specifications;

E. Implement all determinations or decisions of the standardization committee after the approval thereof by the City Manager. (Prior code § 2.57)

Section 3.16.030 Appointment of standardization committee.

The City Manager is hereby authorized to appoint a standardization committee comprising such representatives from the using agencies as in his judgment will best attain the purposes of that committee as hereinafter stated. The members of that committee shall serve in a purely advisory capacity and shall serve without additional compensation. (Prior code § 2.58)

Section 3.16.040 Functions of standardization committee.

At the request of the City Manager, it shall be the function of the standardization committee to assist and advise the City Manager in such matters pertaining to:

A. The classification of supplies, materials and equipment used by various agencies of

the City government;

B. The adoption as standards of the minimum number of qualities, sizes and varieties of commodities consistent with efficient operation of the City government;

C. The preparation and promulgation of written specifications describing such standards;

D. The examination, alteration, simplification or standardization or standardization prior to the printing or duplicating thereof, of all forms used in the City government;

E. The study of existing or proposed rules and regulations and of all proposed revisions or rescissions thereof;

F. The simplification and coordination of purchasing procedure within and between the several using agencies of the City government. (Prior code § 2.59)

Section 3.16.050 Promulgation of rules and regulations.

The City Manager shall formulate, and from time to time amend, any or all rules and regulations necessary to the operation of this chapter. Such rules and regulations and amendments thereto shall be recommended to the City Council for adoption by it. (Prior code § 2.60)

Section 3.16.060 Annual report.

The purchasing agent, through the Office of the Controller, shall submit, at the time prescribed by the City Manager, an annual report on the work of his organizational division, which report may from time to time suggest changes in this chapter which he deems necessary. (Prior code § 2.61)

Section 3.16.070 Department of Public Utilities excepted from operation of chapter.

The Department of Public Utilities shall be excepted from the provisions of this chapter insofar as the purchase of materials, supplies, equipment or contractual services are peculiar to the needs of that department; provided, however, that in accordance with the purposes of this chapter, cooperative purchasing arrangement may be consummated at any time between that department and the Purchasing Division established by this chapter. (Prior code § 2.62)